



**USAID | GHANA**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER: 72064120R100003**

**ISSUANCE DATE:** January 30, 2020

**CLOSING DATE/TIME:** February 29, 2020

**SUBJECT:** Solicitation for a **Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) – Project Management Specialist (Family Health)**  
*(Local Compensation Plan)*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Guadalupe Ramirez  
**Contracting Officer**

## **I. GENERAL INFORMATION**

- 1. SOLICITATION NO.: 72064120R100003 (EXTERNAL)**
- 2. ISSUANCE DATE: January 30, 2020**
- 3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS: February 29, 2020 at 11:59 p.m midnight local time.**
- 4. POSITION TITLE: PROJECT MANAGEMENT SPECIALIST (FAMILY HEALTH) – HEALTH, POPULATION AND NUTRITION OFFICE**
- 5. MARKET VALUE: GHC 155,467.00 – GHC 233,204.00** equivalent to **FSN-12** in accordance with **AIDAR Appendix J** and the Local Compensation Plan of U.S. Embassy, Ghana.

Final compensation will be negotiated within the listed market value.

- 6. PERIOD OF PERFORMANCE:** Permanent position. However, position will be reviewed annually contingent on satisfactory performance, continued need for the services, and availability of funds.
- 7. PLACE OF PERFORMANCE: Accra, Ghana** with possible travel as stated in the Statement of Work.
- 8. SECURITY LEVEL REQUIRED:** Employment Authorization
- 9. STATEMENT OF DUTIES**

### **BASIC FUNCTION OF POSITION**

USAID/Ghana has long supported expansion of and quality improvements to basic health care. Over the years, great strides have been made in improving the health of Ghanaians. Despite significant improvements, health status indicators in Ghana remain poor and there is great variation between regions and among sub-populations. More than 100,000 Ghanaian children under five years die each year and the major causes of childhood death are preventable or easily treatable. Despite a drop in the total fertility rate, women continue to have on average of more than four children and suffer from many problems related to childbirth.

The USAID/Ghana Family Health Team Lead is a senior technical expert and manager of a complex portfolio within the Health, Population and Nutrition Office (HPNO). Reporting directly to the Deputy Office Director, s/he supervises an integrated team of technical specialists and manages an integrated portfolio of approximately \$30 million per year. The incumbent is the key advisor for development and execution of all USAID/Ghana family health activities, including maternal and child health (MCH), family planning and reproductive health (FP/RH), water, sanitation, and hygiene (WASH), and social behavior change and communication (SBCC). S/he is responsible for leading several global initiatives, including the Global Water Strategy, Family Planning 2020, and Ending Preventable Child and Maternal Deaths (EPCMD). S/he also supports the Global Health Security Agenda (GHSA) and the President's Malaria Initiative (PMI). Within family health, USAID works primarily with the Ministry of Health, Ghana Health Service, other development partners (particularly DfID, UNFPA, UNICEF, and WHO), the National Population Council, and the Ministry for Sanitation and Water Resources. As a member of the HPNO senior management team, the Family Health Team Lead represents USAID with senior host government officials, donors, civil society, and the private sector. S/he serves an advisory role to the Mission Director and Ambassador as the senior technical lead across all areas of family health. S/he leads the development, integration, and implementation of family health in the USAID/Ghana Country Development and Cooperation Strategy.

The job holder is required to perform work-related travel.

## **MAJOR DUTIES AND RESPONSIBILITIES**

The Family Health Team Lead is the principal advisor to USAID/Ghana in family health, which includes the areas of quality of care, MCH, FP/RH, SBCC, and WASH. S/he is a member of the HPNO senior management team, providing oversight to a team of three senior technical specialists (two existing and one planned). S/he provides substantive advice and support in the formulation and administration of the overall USAID development program in Ghana, with particular emphasis on the conception, design, development, implementation, and evaluation of family health programs. Reporting directly to the Deputy Office Director, the Family Health Team Lead leads strategy development and implementation, working closely with other HPNO technical teams to ensure close coordination, complementarity, and integration of activities. S/he directly engages with national, regional, district, and community stakeholders in a participatory manner, ensuring ownership and the use of host country systems to promote sustainability of USAID programming. The Family Health Team Lead monitors the inter-relationship between the various health sub-sectors and their impact on other areas (economic, political, and social) to ensure broad and holistic achievement of development results. The incumbent applies specific knowledge and skills in the family health technical areas to address broader health systems, policy development, and program implementation in a rapidly evolving development context. The Family Health Team Lead directly oversees a portfolio of \$30 million in direct contracts, grants, and government-to-government agreements. S/he ensures effective implementation of strategies in compliance with USAID policy, including keeping the broader Office abreast of updates to family planning regulations. S/he also collaborates closely with the Government of Ghana to support USAID's contributions towards Ghana's journey to self-reliance and reinforcing ownership and sustainability of USAID activities.

The Family Health Team Lead represents USAID at the highest level in technical and policy fora with donors and Ghanaian national, regional, and community level stakeholders. S/he serves as a crucial liaison between the Government of Ghana and USAID. S/he develops and maintains relationships with senior Ministry of Health and Ghana Health Service officials, particularly with the Director of the Family Health Division. S/he also works closely with the National Population Council and Ministry for Sanitation and Water Resources to guide the success of USAID family health programs.

The Family Health Team Lead will periodically serve as Acting Office or Deputy Office Director as needed, providing management and oversight of the \$72 million health portfolio, which also includes HIV/AIDS, malaria, nutrition, social protection, and health system strengthening activities.

The Family Health Team Lead provides high quality project management, technical expertise, and leadership in family health. The position requires a high degree of initiative and sound judgement to be exercised across all duties.

### **a) Technical Leadership (30%)**

The Family Health Team Lead leads the design and development of activities to promote MCH, WASH, SBCC, Quality of Care, and FP/RH. S/he leads project design to maximize USAID's impact in the sector and provide insight and technical expertise for all HPNO project design. S/he leads USAID processes such as the development of the Operational Plan, Performance Plan and Report, Monitoring, Evaluation and Learning plans, and ad hoc taskers received by HPNO. S/he provides technical guidance in family health technical areas across the \$72 million HPNO portfolio. The incumbent exercises considerable ingenuity and tact in applying guidelines to unique and different settings, as the work is highly complex. Considerable innovation is required to influence other collaborative organizations engaged in family health programs to adopt appropriate strategies for program activities.

## **b) Performance Management (50%)**

The Family Health Team Lead manages a complex portfolio of integrated health activities, including grants, contracts, cooperative agreements, and government to government agreements. S/he ensures synergy and engagement with other HPNO teams and other Mission Offices. Supervising a team of three senior Program Management Specialists in the areas of Maternal and Child Health, Family Planning/Reproductive Health (planned), and Water, Sanitation and Hygiene, s/he guides performance of the \$30 million family health portfolio. As part of performance management, s/he works with the Ministry of Health, Ghana Health Service, National Population Council, Ministry of Sanitation and Water Resources, and other partners to monitor and report on USAID activities. S/he provides oversight to ensure that implementing partners develop appropriate monitoring plans and use data to improve programming and report in a timely manner. The Family Health Team Lead assists in monitoring and reporting the results of activities under several U.S. Presidential Initiatives, including the Global Water Strategy, Family Planning 2020, and Ending Preventable Child and Maternal Deaths (EPCMD). S/he also supports the Global Health Security Agenda (GHSA) and the President's Malaria Initiative (PMI). S/he conducts monitoring and evaluation visits to implementation sites to ensure programmatic quality and value for money are maintained.

## **c) Representation/External Partner Relationships (20%)**

As the Family Health Team Lead, the incumbent maintains key relationships with senior host government counterparts, donor partners, civil society organizations, NGOs, business associations, the U.S. government interagency team, and program beneficiaries. S/he coordinates across government ministries, including but not limited to the Ministry of Health, Ghana Health Service, National Population Council, and Ministry for Sanitation and Water Resources. S/he is responsible for representing USAID at meetings, sector level working groups, and public fora. S/he maintains relationships with HPNO implementing partners. The Family Health Team Lead provides leadership organizing large implementing partner and Government of Ghana meetings to optimize coordination and alignment between the Government of Ghana and USAID.

## **POSITION ELEMENTS**

**a. Supervision Received:** Position is supervised by the Health, Population and Nutrition Office Deputy Director.

**b. Supervision Exercised:** The Family Health Team Lead supervises a team of three senior Program Management Specialists in the areas of Maternal and Child Health, Family Planning and Reproductive Health, and Water, Sanitation and Hygiene. This will include drafting the employee's annual performance review, setting work targets, and developing an individual development plan in collaboration with staff.

**c. Available Guidelines:** Global Family Health policies; Country Development and Cooperation Strategy; Mission Strategic Plan, USAID handbooks, project documents (contracts, cooperative agreements), Ministry of Health, Ghana Health Service, National Population Council, and Ministry for Sanitation and Water Resources protocols and guidelines.

**d. Exercise of Judgment:** Incumbent works with minimal supervision and must exercise wide and independent judgment in interpreting and enforcing guidance and regulations. Must be able to analyze very complex, sensitive issues and make recommendations to senior management. Work is reviewed primarily in terms of results achieved.

**e. Authority to Make Commitments:** As Assistance/Contracting Officer's Representative (A/COR) and/or Government Agreement Technical Representative (GATR), the position will have authority and responsibility to carry out agency contract, cooperative agreement, and government agreement support commitments. Position has no authority to make financial commitments.

**f. Nature, Level, and Purpose of Contacts:** The Family Health Team Lead is required to coordinate in an effective manner with other Mission offices, high-level Government officials and Ministers from several Ministries, international donors, the interagency, NGOs, USAID contractors, and implementing partners. The incumbent's communication and coordination with the Ministry of Health, Ghana Health Service, National Population Council, and Ministry for Sanitation and Water Resources are particularly important and sensitive. Substantial reliance is placed upon the incumbent's professional acumen and judgment, and his/her advice is sought on important and sensitive matters, particularly those involving conflicting opinions and priorities among Government of Ghana counterparts. The incumbent represents USAID at external meetings including Government of Ghana, multilateral agencies, US implementing partners, and NGOs. The incumbent will attend functions, conduct site visits, and meet with all local stakeholders including local officials, NGOs, private sector, and civil society representatives. The incumbent represents USAID and the USG at meetings with high level government officials. Contacts also include professional program and clinical staff, including physicians, nurses, laboratory technicians, supply chain managers and pharmacists, NGO directors and other public health professionals for purposes of program evaluation.

**g. Time Expected to Reach Full Performance Level:** One Year.

**10. AREA OF CONSIDERATION:** The position is open to Cooperative Country Nationals (an individual who is a Ghanaian citizen – or a non-Ghanaian citizen lawfully admitted for permanent residence in Ghana).

All applicants must provide proof of eligible citizenship in their application. Non-Ghanaian citizens must attach copies of their permanent residency permit to their application to be eligible for consideration. No relocation expenses are provided to the job location, Accra-Ghana. If transportation to Accra is required, it will be the employee's responsibility.

## **11. PHYSICAL DEMANDS**

The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** [acpersonnel@usaid.gov](mailto:acpersonnel@usaid.gov)

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

**a. Education:** Master's degree or host country equivalent in medicine, public health, health policy, nursing, behavioral or social science is required.

**b. Prior Work Experience:** Minimum of seven years of mid-to-senior level public health experience in developing, implementing, and evaluating family health programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.

**c. Language Proficiency:** Level IV English, fluent in speaking and writing, is required (Language proficiency will be tested).

**d. Job Knowledge:** Comprehensive knowledge and experience in two or more family health technical areas (SBCC, quality of care, MCH, FP/RH, and WASH) programming is required. Comprehensive knowledge of the host government health care system and structures is required, including familiarity with Ministry of Health and Ghana Health Service policies, program priorities, and regulations. Good working knowledge of USAID family health public health programs and strategies is required. Good working knowledge of budgeting and fiscal management is required.

**e. Skills and Abilities:** Strong oral and written communication skills are required. Ability to analyze, understand and discuss new program design, management, and implementation approaches is required. Ability to lead teams and to develop effective working relationships with national and international working partners is required. Intermediate user level of word processing, spreadsheets, and databases is required. Strong skills with interpretation of program monitoring and evaluation of data are required. Proven skills in capacity building and mentoring local staff in a developing country are required. Must have excellent interpersonal skills and ability to establish and maintain professional and effective contacts with Government of Ghana (GoG) counterparts, donor technical staff, and implementing partner chiefs-of party is required.

### **III. EVALUATION AND SELECTION FACTORS**

The Evaluation Factors listed below will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

#### **1. SELECTION PROCESS**

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

#### **2. EVALUATION FACTORS**

**a. Work Experience (50%):** Minimum of seven years of mid-to-senior level public health experience in developing, implementing, and evaluating family health programs or other relevant public health programs that involve coordination with an international agency or implementing partner is required.

**b. Language Proficiency (10%):** Fluency in spoken and written English is required. On occasion, the incumbent will need to act as an interpreter/translator; therefore, the ability to speak at least one Ghanaian language is required. Language proficiency will be tested.

**c. Job Knowledge (20%):** Comprehensive knowledge and experience in two or more family health technical areas (SBCC, quality of care, MCH, FP/RH, and WASH) programming is required. Comprehensive knowledge of the host government health care system and structures is required, including familiarity with Ministry of Health and Ghana Health Service policies, program priorities, and regulations. Good working knowledge of USAID family health public health programs and strategies is required. Good working knowledge of budgeting and fiscal management is required.

**d. Skills and Abilities (20%):** Strong oral and written communication skills are required. Ability to analyze, understand and discuss new program design, management, and implementation approaches is required. Ability to lead teams and to develop effective working relationships with national and international working partners is required. Intermediate user level of word processing, spreadsheets, and databases is required. Strong skills with interpretation of program monitoring and evaluation of data are required. Proven skills in capacity building and mentoring local staff in a developing country are required. Must have excellent interpersonal skills and ability to establish and maintain professional and effective contacts with Government of Ghana (GoG) counterparts, donor technical staff, and implementing partner chiefs-of party is required.

#### **IV. PRESENTING AN OFFER**

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration.

Qualified applicants must submit the following documents or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link:  
<https://www.usaid.gov/forms/aid-309-2>

All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 309-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 309-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

2. Cover letter and current resume or curriculum vitae (CV). The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required on CV.
3. Minimum of three (3) and a maximum of five (5) professional references with telephone and e-mail contacts, who are not family members or relatives. The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one reference provided should be a current or former supervisor.
4. A supplemental document with written responses to the Evaluation Factors listed under Section III.
5. Relevant educational certificate (s), and resident permit and/or work permit.

Interested Applicants must cite the solicitation number and position title within the subject line of the email.

Any attachments provided via email must be compatible with Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3 MB. Application letters and forms must be signed.

Incomplete and unsigned applications/forms will not be considered.

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 13**.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Finger Print Card (FD-258)

## **VI. BENEFITS/ALLOWANCES**

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:  
Medical Insurance  
Social Security Contribution  
Local and American Holidays  
Salary Advance (0% interest)  
Annual Bonus
2. ALLOWANCES (as applicable):  
Miscellaneous Benefits Allowance  
Meals Allowance

Compensation is in accordance with AIDAR Appendix J and the Local Compensation Plan of U.S. Embassy, Ghana.

## **VII. TAXES**

LE Staff are responsible for calculating and paying local income taxes. The U.S. Mission does not withhold or make local income tax payments.

## **VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including **contract clause "General Provisions,"** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>



3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

END OF SOLICITATION